



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20350-1000

SECNAVINST 5100.14B
ASN(S&L)

9 JUL 1987

SECNAV INSTRUCTION 5100.14B

From: Secretary of the Navy

Subj: MILITARY EXEMPT LASERS

- Ref: (a) SECNAVINST 5100.10F of 29 June 1987 (NOTAL) (R)
(b) Code of Federal Regulations, Title 21, Chapter I, Subchapter J (NOTAL)
(c) SPAWARINST 5100.12 of 8 Feb 1980 (NOTAL) (R)
(d) ANSI Z136.1-1986 American National Standard for the Safe Use of Lasers (NOTAL) (R)
(e) MEDCOMINST 6470.2 of 11 April 1983 (NOTAL) (R)
(f) MIL-STD-882B (NOTAL) (R)
(g) DOD 4160.21-M-1 of Oct 81 (NOTAL)
(h) MIL-STD-1425 (A)
- Encl: (1) DOD Instruction 6050.6 of 17 Jun 86 (R)
(2) Sample Format: Deviation From Specified Caution Label for Laser Products
(3) Sample Format: Annual Inventory of Military Exempt Lasers
(4) Sample Format: Transfer/Disposal of Exempt Laser Products

1. Purpose. To implement enclosure (1), provide policy, and assign responsibilities per reference (a) for individual Navy Laser products that are exempt from the radiation safety performance standards of reference (b).

2. Cancellation. SECNAVINST 5100.14A. (R)

3. Scope. Actions required by this instruction apply to all Navy and Marine Corps activities that procure, fabricate, possess, use, store, or dispose of laser products which are (a) designed for actual combat, (b) designed for combat training, or (c) classified in the interest of national security. Laser products used in research, development, test, or evaluation, and which are components intended for use in Navy combat or combat training or are classified in the interest of national security are included. All other laser products must comply fully with reference (b) and are not within the scope of this instruction.

9 JUL 1987

4. Definitions

a. Laser. Any device which can be made to produce or amplify electromagnetic radiation in the ultraviolet, visible or infrared portions of the spectrum primarily by the process of controlled stimulated emissions. Also, an acronym for Light Amplification by Stimulated Emission of Radiation.

b. Military Exempt Lasers. Lasers designed for actual combat or combat training operations; or classified in the interest of national security and thus exempted from the requirements of reference (b) Part 1002 - Records and Reports (except Section 1002.20 - Reporting of Accidental Radiation Occurrences), Part 1040 Section 1040.10 - Laser Products, and Part 1040 Section 1040.11 - Specific Purpose Laser Products.

5. Background

a. Enclosure (1) provides policy for individual military laser products that are exempt from the radiation safety performance standards set forth in reference (b). This exemption applies only to lasers used exclusively by the Department of Defense (DOD) and designed for actual combat or combat training or classified in the interest of national security.

R) b. Under the exemption described in enclosure (1), DOD agreed to maintain a permanent record of the status of all exempt laser products, including their ultimate disposition. Also, by the terms of the agreement, no exempt laser products may be disposed of through excess or surplus property channels without advance authorization by the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)) or his designee.

c. Reference (c) establishes the Navy Laser Safety Review Board (LSRB) which reviews all military exempt lasers during each phase of development to ensure compliance with Navy safety regulations.

6. Policy. The design and use of military exempt lasers within the Navy and Marine Corps shall comply with references (c), (d), (e) and (h), other applicable Department of Defense (DOD) and Navy safety issuances, and, to the maximum extent practical, the standards set forth in reference (b).

7. Responsibilities

R) a. Commander, Space and Naval Warfare Systems Command (COMSPAWARSSYSCOM) as the designated lead agency for laser safety within the Department of the Navy (DON) will:

9 JUL 1987

(1) Ensure that the LSRB reviews all military exempt laser products during each phase of development and prior to Approval for Full/Limited Production (AFP/ALP).

(2) Update the inventory of all military exempt lasers in the Navy and Marine Corps by 30 October of each year. (R)

(3) Provide liaison concerning the transfer and disposition of Navy and Marine Corps military exempt lasers on behalf of ASD(FM&P)) via the Assistant Secretary of the Navy.

(4) In conjunction with the Naval Medical Command (NAVMEDCOM), provide laser safety survey assistance to Navy and Marine Corps activities. (R)

b. All commands, contracting and supply activities, and research and development activities will:

(1) Identify laser products that are covered by the exemption and establish procedures to ensure that exemptions are granted only to laser products designed expressly for actual combat or combat training operations or classified in the interest of national security.

(2) Provide written notification from the contracting officer to the manufacturer of each laser product that is covered by the exemption, with copy to COMSPAWARSYSCOM (SPAWAR-OOF). A sample notification format and caution label statement is shown in enclosure (3) of enclosure (1). The manufacturer must attach a caution label, as specified in the sample cited above, on each exempted laser. When approved by the procuring activity, any deviation from the specified caution label and the reason for the deviation shall be reported directly to COMSPAWARSYSCOM (SPAWAR-OOF) in keeping with the format in enclosure (2). (R)

(3) Include system safety provisions in all military exempt laser procurement documentation. As a minimum, the following shall be specified:

(a) A system safety program per references (f) and (h). (A)
The program shall include a system safety program plan, in depth hazard analysis and risk assessment of the equipment during various phases of its life cycle, hazard analyses of training and testing sites, routine surveys of equipment located aboard ship, on aircraft and ashore, and operator training in the safe use of the laser system.

9 JUL 1987

(b) Safety controls and procedures of reference (d) and an analysis and report of those portions of reference (b) which cannot be met. Hazard controls at least equal to those of reference (b) shall be provided. Justification for non-compliance with reference (b) shall be documented. Highlight those significant hazards which cannot be corrected or for which a solution has not been identified and implemented.

R) (4) Establish a safety review procedure to determine that adequate hazard analyses and corrective actions have been completed and that exempt laser systems under their cognizance have been designed and will be operated under the applicable requirements of references (c), (d), (e) and (h). Additional guidance may be obtained from COMSPAWARSYSCOM (SPAWAR-OOFs, Autovon 222-7235), with respect to laser hazard prevention, and from NAVMEDCOM (NMC-2122, Autovon 294-1182), with respect to medical surveillance.

(5) During each phase of development, prior to AFP/ALP, and for major modifications, submit documentation concerning each military exempt laser product to the LSRB for safety review and approval per reference (c).

c. All distribution addresses shall:

(1) Prohibit the use of all military exempt lasers which have not been reviewed and approved safe for use by the LSRB.

R) (2) Ensure that all laser operating procedures are in accordance with references (c), (d), and (e). Substantive amendments to these procedures shall be provided to COMSPAWARSYSCOM (SPAWAR-OOF) for review.

(3) Maintain inventory control and a permanent record of the status of all exempted laser products, including their ultimate disposition.

R) (4) Provide a report to COMSPAWARSYSCOM (SPAWAR-OOF) by 30 August of each year which summarizes fiscal year records of exempt laser products as of that date in keeping with the format outlined in enclosure (3). The report shall include all new procurements and disposal actions.

9 JUL 1987

(5) Report excess lasers to the Defense Reutilization and Marketing Service for utilization screening within DOD and maintain accountability during the reporting period. Transfer of excess lasers shall be made directly between the gaining and losing organizations but only after notification of and approval by COMSPAWARSYSCOM (SPAWAR-OOF). See enclosure (4) for recommended format. (R)

(6) After utilization screening, identify supply system requirements for usable parts. Remove those parts from the equipment and return them to the supply system.

(7) Dispose of exempted lasers per reference (g). Reference (g) is available through the normal Navy supply channels per NAVSUP P2002 under SN 0526-LP-416-0340. No disposal of potentially usable lasers or laser parts through utilization outside DOD, donation, or sale shall be made without prior approval of COMSPAWARSYSCOM (SPAWAR-OOF). See enclosure (4) for recommended format. (R)

(8) Submit a copy of their implementing instruction and name their designated Military Exempt Laser Coordinator to COMSPAWARSYSCOM (SPAWAR-OOF) within six months from the date of this instruction if they are users, holders, or inventory managers of military exempt lasers. (R)



EVERETT PYATT
ASSISTANT SECRETARY OF THE NAVY
(SHIPBUILDING AND LOGISTICS)

Distribution:

SN DL A1 (Immediate Office of the Secretary) (Asst SECNAV(S&L), only)
A2A (Department of the Navy Staff Offices)
(OGC, JAG, OLA, and CNR, only)
A3 (Chief of Naval Operations) OPS O9F, 45(2), only)
A5 (Bureaus) (MEDCOM, only)
A6 (CMC) (15)
B2A (Special Agencies, Staffs, Boards, and Committees)
(DNA, DCA, and DLA, only)
21A (Fleet Commanders in Chief)

SECNAVINST 5100.14B

9 JUL 1987

Distribution: (cont'd)

24 (Type Commanders)
E3 (Activities under the Command of the Chief of Naval Research)
FA18 (NAVPHIBASE)
FB21 (NAVPHIBASE)
FC7 (NAVSTA)
FD1 (COMNAVOCEANCOM)
FE1 (COMNAVSECGRU)
FF5 (NAVSAFECEN)
FF8 (INSURV)
FG1 (COMNAVTELCOM)
FKA1 (Systems Command Headquarters)
FKA6 (Research & Development Activities)
FKA8F (DIRSSPO)
FKM13 (SPCC)
FKM15 (ASO BRASO)
FKM17 (FLEMATSUPPO)
FKM24 (NAVREGCONTEN)
FKM29 (NAVRESOFSO)
FKN7 (NAVENENVSA)
FKP (Shore Activities under the Command of NAVSEASYSKOM)
FKQ (Shore Activities under the Command of SPAWARSYSKOM)
FKR (Shore Activities under the Command of NAVAIRSYSKOM)
FT1 (CNET)
V12 (CG MCDEC)
V16 (CG MCB) (Camp Lejeune, Camp Pendleton, only)
V23 (CG MCLB)

Stocked:

CO, NAVPUBFORMCEN
5801 Tabor Avenue
Philadelphia, PA 19120-5099 (100 copies)



Department of Defense INSTRUCTION

SECNAVINST 5100.14B

9 JUL 1987

June 17, 1986
NUMBER 6050.6

ASD(FM&P)

SUBJECT: Exemption for Military Laser Products

- References:
- (a) DoD Directive 1000.3, "Safety and Occupational Health Policy for the Department of Defense," March 29, 1979
 - (b) Title 21, Code of Federal Regulations, Part 1040, "Performance Standards for Light-Emitting Products"
 - (c) DoD Instruction 6050.6, "Exemption for Military Laser Products," May 1, 1978 (hereby canceled)
 - (d) DoD 4160.21-M-1, "Defense Demilitarization Manual," October 1981, authorized by DoD Directive 4160.21, December 5, 1980

A. REISSUANCE AND PURPOSE

1. This Instruction is an Administrative Reissuance. It establishes policy and assigns responsibilities, pursuant to reference (a), for individual military laser products that are exempt from the radiation safety performance standards set forth in reference (b). The exemption is set forth in enclosure 1 and amended by enclosure 2.

2. This Instruction cancels reference (c).

B. APPLICABILITY AND SCOPE

1. The provisions of the Instruction apply to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), and the Defense Agencies (hereafter referred to collectively as "DoD Components").

2. Its provisions encompass laser products that are used exclusively by DoD Components and are (a) designed for actual combat or combat training operation; or are (b) classified in the interest of national security.

3. Its provisions do not apply to laser products intended primarily for indoor classroom training and demonstration, industrial operations, scientific investigation, or medical application.

C. POLICY

All users of exempt lasers shall comply with applicable DoD and DoD Component safety issuances and as many of the standards set forth in reference (b) as practicable.

D. RESPONSIBILITIES

1. DoD Components shall:

Enclosure (1)

a. Identify laser products that are covered by the exemption and establish procedures to assure that only those lasers so identified are manufactured or procured pursuant to the exemption.

b. Include safety provisions in procurement specifications, as required by the exemption, and perform safety studies and reviews of exempt lasers.

c. Provide a written notification to the manufacturer for each laser product that is covered by the exemption. A sample notification is at enclosure 3. The manufacturer shall be required to label each exempt laser with the "caution" specified in the sample notification.

d. Maintain inventory control and a permanent record of the status of all exempted laser products, including their ultimate disposition.

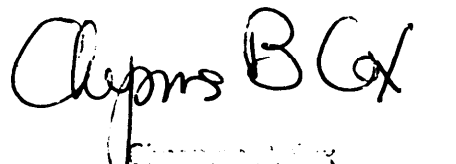
e. Report excess lasers to the Defense Reutilization and Marketing Service (DRMS) for utilization screening within the Department of Defense. The reporting DoD Component shall maintain accountability during the screening period. Transfer of excess shall be made directly between the gaining and losing organizations.

f. Identify supply system requirements for usable parts after utilization screening is completed; remove and return required parts to the system.

g. Dispose of exempted lasers in accordance with DoD 4160.21-M-1 (reference (d)). No disposal of potentially usable lasers or laser parts through utilization outside of the Department of Defense, donation, or sale shall be made without the prior approval of the ASD(FM&P) or his designee.

E. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to ASD(FM&P) with 120 days.


Charles B. Cox
Assistant Secretary of Defense
(Force Management and Personnel)

Enclosures - 3

1. Letter of Exemption
2. Letter Amending Exemption
3. Sample Exemption Notification



June 17, 1986
6050.6 (Encl 1)

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
PUBLIC HEALTH SERVICE
FOOD AND DRUG ADMINISTRATION
ROCKVILLE, MARYLAND 20852

JUL 29 1976

Mr. George Marienthal
Deputy Assistant Secretary of Defense
Environment and Safety
Department of Defense
Washington, D.C. 20301

Dear Mr. Marienthal:

This letter will respond to your letter of July 2, 1976, to the Director of the Bureau of Radiological Health of the Food and Drug Administration requesting an exemption from the FDA radiation safety performance standard for laser products (21 CFR §§ 1040.10 and 1040.11) which becomes effective on August 2, 1976:

Under the authority delegated to me by the Assistant Secretary for Health of the Department of Health, Education, and Welfare (21 CFR § 5.1), pursuant to sections 358 and 360B of the Public Health Service Act, as amended by the Radiation Control for Health and Safety Act of 1968 (42 U.S.C. § 263f and 263j), I hereby exempt from the provisions of 21 CFR §§ 1040.10 and 1040.11, and from the provisions of 21 CFR Part 1002 (except § 1002.20), laser products that are used exclusively by Department of Defense components and that are designed for actual combat or combat training operations or are classified in the interest of national security.

It is my understanding that this exemption is necessary because laser products that are to be used by the military for the purposes stated above require capabilities which do not lend themselves to full compliance with all provisions of the laser standard promulgated under the Act. Your request for exemption acknowledges that in most instances the specified defense mission for which the products are intended could not be fulfilled if total compliance with the standard were required.

In recommending that your request for exemption be granted, the Bureau of Radiological Health considered the laser user safety and control procedures utilized by the Department of Defense. These include: for the U.S. Army, AR 40-5, Health and Environment, 25 September 1974; AR 40-46, Control of Health Hazards from Lasers and Other High Intensity Optical Sources, 6 February 1974; TB MED 279, Control of Hazard to Health from Laser Radiation, 30 May 1975; for the U.S. Air Force, AF Manual 161-32, Laser Health Hazards Control, 20 April 1973; and for the U.S. Navy ANSI 136.1, 1973, American National Standard for Safe Use of Lasers. Additional control

Page 2 - Mr. George Marienthal

procedures utilized by the Department of Defense include: operator training in the safe use of tactical equipment, performing an in-depth hazard analysis of such equipment during various stages of its life cycle, a hazard analysis of training and testing sites, and routine surveys of such equipment located at military installations.

The granting of this exemption is also based upon the understanding that the Department of Defense will establish monitoring procedures to assure that (1) only laser products designed expressly for actual combat operations or combat training operations and laser products classified in the interest of national defense will be procured or manufactured by the Department of Defense pursuant to the requested exemption, and (2) the Department of Defense will maintain a permanent record of the status of all exempted laser products, including their ultimate disposition. The products will not be disposed of through excess or surplus property channels without advance authorization by the FDA.

As a further condition of this exemption, the Department of Defense has also agreed to provide an annual report to FDA summarizing the internal records maintained on the exempted products, identifying types of laser products and manufacturers. Furthermore, Department of Defense procurement specifications for such exempted products will include, to the extent practicable, the radiation safety provisions of the applicable Federal standard (21 CFR 1040.10; 1040.11) unless adequate alternative controls are to be provided by the Department of Defense. Any substantive amendments to the radiation safety procedures enclosed with your letter of July 2, 1976 will be submitted to the FDA for review.

All exempted products are also to be clearly identified either by the label set forth below, or by other means;

CAUTION

This electronic product has been exempted from FDA radiation safety performance standards prescribed in the Code of Federal Regulations, Title 21, Chapter I, Subchapter J, pursuant to Exemption No. _____ issued on _____. This product should not be used without adequate protective devices or procedures.

We request, as a term of this exemption, that the Department of Defense list in the annual report to this Agency all exempted products which are identified by a means other than by the above label, and provide detailed information as to the alternative means of identification provided, and the bases for such alternative means of identification.

June 17, 1986
6050.6 (Encl 1)

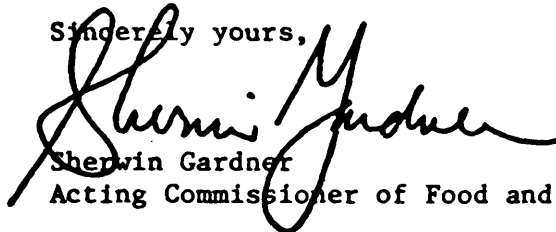
Page 3 - Mr. George Marienthal

This exemption is granted upon the understanding that all of the above commitments, set forth in your letter of July 2, 1976, are fulfilled by the Department of Defense. The exemption may be withdrawn or amended if any of those terms are not adhered to, or if other information becomes available that indicates that the public health and safety are not adequately protected from electronic product radiation emitted by products exempted pursuant to this authorization.

This exemption shall be referred to as Exemption No. 76EL-01DOD issued on July 26, 1976, and any correspondence concerning its implementation should be directed to the Director of the Bureau of Radiological Health. A copy of your July 2, 1976 letter requesting the exemption (with attachments) and this notice of approval will be filed in the FDA Public Records and Documents Center, Room 4-62, 5600 Fishers Lane, Rockville, MD.

We appreciate your cooperation in this matter.

Sincerely yours,



Sherwin Gardner

Acting Commissioner of Food and Drugs



DEPARTMENT OF HEALTH & HUMAN SERVICES

June 17, 1986
6050.6 (Encl 2)
Public Health Service

MAR 18 1986

Food and Drug Administration
Rockville MD 20857

George W. Siebert
Director of Safety and
Occupational Health Policy
Office of the Assistant Secretary of Defense
Washington, D.C. 20301-4000

Ref. Doc.: 76EL-01DoD

Dear Mr. Siebert:

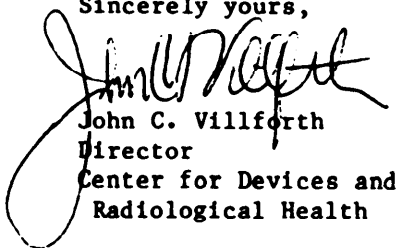
This letter is in response to your January 6, 1986 request for amendment of exemption 76EL-01DoD to eliminate the requirement for an annual report. Under this exemption, laser products which are intended to be used in combat or in training for combat were exempted, as necessary, from the performance standard for laser products as provided in 21 CFR 1010.5. These products were also exempted from the reporting requirements of 21 CFR 1002.10 and 1002.12 under the authority provided in 1002.51.

At the time this exemption was granted, the performance standard for laser products was not yet in effect, and the Agency could not reasonably anticipate the type or magnitude of problems which would be encountered, or the efficacy of the various mechanisms provided in the standard in addressing these problems. The Agency elected at that time to maintain what was considered the minimal regulatory position consistent with its responsibility for Public Health, and, therefore, the annual reporting requirement was retained. Now the Center has almost ten years of experience in administering these regulations, and has received nine annual reports from your department. At this point in time, it is my judgment that these reports on exempted products are no longer needed as a monitoring tool.

Therefore, as provided by 21 CFR 1010.5(e)(2), the Department of Defense (DoD) exemption is hereby amended to revoke the requirement for an annual report. The effective date of this amendment is September 1, 1985. Please note that while DoD will no longer need to submit the subject annual reports, it will still be expected to maintain the types of records on which this report was based. This information may be requested when we need to confirm a manufacturer's claim that he is producing laser products for DoD procurement and that his products are indeed subject to exemption. Your continued close cooperation in providing pertinent information upon request is recognized and appreciated, and, of course, such requests will be limited to information which does not impact on national security.

I trust that this resolution of the issues satisfactorily addresses your concerns.

Sincerely yours,



John C. Villforth
Director
Center for Devices and
Radiological Health

June 17, 1986
6050.6 (Encl 3)

SAMPLE FORMAT
LASER EXEMPTION NOTIFICATION

In accordance with Exemption No. 76EL-01DOD issued to the Department of Defense on July 26, 1976, by the Commissioner of Food and Drugs, the following electronic product has been exempted from Food and Drug Administration (FDA) radiation safety performance standards prescribed in the Code of Federal Regulations, Title 21, Chapter 1, Subchapter J.

Laser Type_____

Manufacturer_____

Contract Number_____

Number of Lasers_____

National Stock Number (if available)_____

Exemption Qualification

Combat_____

Combat Training_____

Classified_____

Laser products exempted under 76EL-01DOD will be labeled by the manufacturer as follows:

CAUTION

This electronic product has been exempted from FDA radiation safety performance standards prescribed in the Code of Federal Regulations, Title 21, Chapter I, Subchapter J, pursuant to Exemption No. 76EL-01DOD issued on July 26, 1976. This product should not be used without adequate protective devices or procedures.

9 JUL 1987

SAMPLE FORMAT**DEVIATION FROM SPECIFIED CAUTION LABEL FOR LASER PRODUCTS.**

From:
To: Commander, Space and Naval Warfare Systems Command (SPAWAR-OOF)
Subj: Deviation from Specified Caution Label for Laser Products
Ref: (a) SECNAVINST 5100.14B

1. In accordance with reference (a) the following deviation from the standard caution label for exempt lasers is submitted:

CAUTION

2. Reason for deviation:

3. *Laser Type _____
Manufacturer _____
Contract Number _____
Number of Lasers _____
National Stock Number (if available) _____
Exemption Qualification _____
Combat _____ Combat Training _____ Classified _____

*Description shall include laser medium, emitted wavelengths, maximum output of laser radiation, pulse duration (when appropriate), and laser class.

Signature

Enclosure (2)

9 JUL 1987

SAMPLE FORMAT

ANNUAL INVENTORY OF MILITARY EXEMPT LASERS

From:

To: Commander, Space and Naval Warfare Systems Command (SPAWAR-OOF)

Subj: EXEMPT LASER INVENTORY REPORT FOR FY__

*Laser Type_____

Manufacturer_____

Contract Number_____

Cumulative Number of Lasers_____ Current Fiscal Year Additions_____

Number of Lasers Disposed of During Current Fiscal Year_____

National Stock Number (if assigned)_____

Exemption Qualification

Combat_____ Combat Training_____ Classified_____

STATUS

Number of Lasers:

In Use_____ In Storage_____ Awaiting Disposition_____

**Transferred within DOD to_____ date_____ Ser#_____
ASD approval date_____***Disposed outside DOD to_____ date_____ Ser#_____
ASD approval date_____

Footnotes:

*Description shall include laser medium, emitted wavelengths, maximum output of laser radiation, pulse duration (when appropriate), and laser class.

**Provide serial numbers_____

***Provide serial numbers_____

Signature

Enclosure (3)

SAMPLE FORMAT

TRANSFER/DISPOSAL OF EXEMPT LASER PRODUCTS

From:
To: Commander, Space and Naval Warfare Systems Command (SPAWAR-OOF)
Subj: REQUEST FOR APPROVAL OF TRANSFER/DISPOSAL OF EXEMPT LASER

1. It is requested that approval be granted to transfer/dispose of (circle one) the following exempt laser(s).

*Laser Type_____

Manufacturer_____

Contract Number_____

Serial No.(s)_____

National Stock Number (if assigned)_____

Exemption Qualification

Combat_____ Combat Training_____ Classified_____

To be transferred to_____

To be donated or sold to_____

For Disposal:

Describe methods of demilitarization or modifications which have been or will be accomplished to bring the laser in compliance with 21 CFR Part 1040 prior to disposal outside DOD.

*Description shall include laser medium, emitted wavelengths, maximum output of laser radiation, pulse duration (when appropriate), and laser class.

Signature

Enclosure (4)



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

SECNAVINST 5100.15A
ASN(I&E)
22 February 1995

SECNAV INSTRUCTION 5100.15A

From: Secretary of the Navy

Subj: SECRETARY OF THE NAVY AWARDS FOR ACHIEVEMENT IN SAFETY
ASHORE

Ref: (a) DOD Directive 1000.3, "Safety and Occupational Health
Policy for the Department of Defense," 29 Mar 79
(NOTAL)

Encl: (1) Secretary of the Navy Activity Award for Achievement
in Safety Ashore
(2) Activity Safety Award Guidelines

1. Purpose

(D)

a. To establish the program and procedures for the Secretary
of the Navy Awards for Achievement in Safety Ashore.

(R)

b. To implement reference (a).

(A)

2. Cancellation. SECNAVINST 5100.15 and Report Symbols OPNAV
5100-22 and OPNAV 5100-23.

(R)

3. Background

a. These awards provide recognition to activities for
attaining excellent records in safety. The awards also recognize
safety consciousness and are not to be confused with recognition
for safety improvements (e.g., suggestion, invention, special
achievement) under the provisions of the incentive awards
program.

b. This instruction revises the criteria for selecting the
Secretary of the Navy annual awards to activities as detailed in
enclosure (1).

4. Applicability. All Department of the Navy shore
establishments and activities.

(R)



22 FEB 1995

5. Policy. Secretary of the Navy policy encourages civilian and military personnel to apply safe working practices in all their daily operations. To stimulate interest in accident prevention, the Secretary has developed safety awards which are presented as official recognition of commendable safety records attained by activities. To ensure maximum recognition and participation, activity heads are urged to stress the importance they place on sound safety practices and actively support the awards program through publicity and personal involvement.

- R) 6. Types of Awards. Secretary of the Navy Activity Award for Achievement in Safety Ashore - enclosure (1).
- R) 7. Action. Addressees shall implement the policy, procedures, actions and guidance required by this instruction. Activity commanding officers shall develop and implement an activity safety awards program applicable to the mission and operations of the activity, e.g., Safe Driving, Supervisor, Materials Handling.
- A) 8. Reports. The reporting requirements contained in enclosures (1) and (2) are exempt from reports control by SECNAVINST 5214.2B.



ROBERT B. PIRIE, JR.
ASSISTANT SECRETARY OF THE NAVY
(INSTALLATIONS AND ENVIRONMENT)

Distribution:
SNDL Part 2 (Naval Shore Activities)

- A) SECNAV/OPNAV Directives Control Office
Washington Navy Yard Bldg 200
901 M Street SE
Washington, DC 20374-5074 (20 copies)

Stocked:
Naval Aviation Supply Office
ASO Code 103
5801 Tabor Avenue
Philadelphia, PA 19120-5099 (100 copies)

22 FEB 1995

SECRETARY OF THE NAVY ACTIVITY AWARD FOR ACHIEVEMENTIN SAFETY ASHORE

1. Description. Secretary of the Navy activity awards will be presented annually (on a fiscal year basis) to Navy/Marine Corps shore activities and fleet operational/support units located ashore, based on the overall quality of their occupational safety and health programs and records. Activities will compete in the industrial category (e.g., shipyard, shore intermediate maintenance activity, ordnance stations, air rework facility, public works center, logistics base or Marine Corps equivalent); non-industrial category (e.g., submarine bases, naval stations, naval bases, training facility, research and development laboratory, or Marine Corps equivalent); or fleet operational/support units ashore (e.g., assault craft units, beachmaster units, amphibious construction battalions, and special boat units). Competition groups will be determined on the basis of the mission of the respective activity. The award will consist of a letter of commendation from the Secretary of the Navy (SECNAV) and an inscribed plaque. It is anticipated that the awards will be selected by April each year. The winners are authorized to fly the Secretary of the Navy Safety Flag through 30 April of the following year.

(R)

2. Award Categories.

(A)

*a. Industrial - In the continental United States

- (1) Small - activities with military and civilian working population of 1-1,000 personnel
- (2) Medium - activities with military and civilian working population of 1,001 to 3,000 personnel
- (3) Large - activities with military and civilian working population of 3,001 or more personnel

*b. Non-industrial - In the continental United States

- (1) Small - activities with military and civilian working population of 1-800 personnel
- (2) Medium - activities with military and civilian working population of 801-2,000 personnel
- (3) Large - activities with military and civilian working population of 2,001 or more personnel

*Note. In determining working population, include all personnel (military and civilian appropriated and non-appropriated, and foreign nationals) for whom safety services are

Enclosure (1)

22 FEB 1995

provided. Where support is provided to other activities, a current written agreement (inter- or intra-service support agreement (ISSA) or a memorandum of understanding (MOU)) must exist to substantiate the additional population claimed.

c. Industrial - Out of the continental United States - air rework facility, public works, ship repair facility, or Marine Corps equivalent.

d. Non-industrial - Out of the continental United States - Marine Corps or naval stations, naval supply depots, submarine bases, or Marine Corps or naval bases.

e. Fleet Operational/Support Unit Ashore. This award is for those commands located ashore with sea or shore duty unit identification codes that are designated as fleet operating or fleet support units which are not eligible for the surface ship award. These safety programs must be based on the shore safety requirements of OPNAVINST 5100.23C. There shall be one award for this category.

3. Eligibility. All industrial and non-industrial shore activities and fleet operational/support units ashore are eligible if they have received a rating of satisfactory or better as a result of the most recent inspection(s) by the Naval Oversight Inspection Unit of the Naval Inspector General (IG), the Marine Corps Inspector General, or the major command Occupational Safety and Health Officer. The inspection must have occurred within the past 3 fiscal years. Documentation (copy of the inspection cover letter) of this inspection must be included in the nomination package or the activity will not be considered. Enclosure (2) is provided for assistance in the preparation of packages. (A)

4. Nomination Criteria and Evaluation Procedures (R)

a. Activities meeting the eligibility criteria in paragraph 3 may submit a nomination package through their chain of command with sufficient supporting documentation to allow evaluation by the higher command. Echelon 3 commands, as applicable, will evaluate documentation and nominate one activity for each category as applicable and submit the nomination to their Echelon 2. Echelon 2 commands shall evaluate documentation and nominate one activity for each category, as applicable, for the annual awards and submit their nominations to the Commander, Naval Safety Center (COMNAVSAFECEN) (Code 40), 375 A Street, Norfolk, VA 23511-4399 with a letter of recommendation stating the award category for consideration. COMNAVSAFECEN will accept nominations only from Echelon 2 commands. The Echelon 2

Enclosure (1)

22 FEB 1995

nomination letter must state the specific award category for consideration.

b. As the Secretary of the Navy shore safety program encompasses all safety disciplines, nominations will all be evaluated for program elements in the following: occupational safety and health; motor vehicle; fire safety; and off-duty safety program.

c. Additionally, the following loss data shall be considered elementary and must be included in nomination packages to determine the degree of program effectiveness:

(1) Three year trend in civilian mishap compensation costs.

(2) Three year trend in civilian mishap rates.

(3) Three year trend in military on-duty mishap rates.

(4) Three year trend in the number and cost of reportable government motor vehicle mishaps.

(5) Three year trend in the number and cost of reportable fire mishaps.

d. Navy and Marine Corps nominations shall be submitted in writing to be received at COMNAVSAFECEN not later than 15 January of the year following the fiscal year under award consideration. Nominations received after 15 January will not be considered. The nominations must be supported with sufficient documentation to substantiate program implementation, i.e., copy of inspection letter to verify eligibility, brief synopsis of applicable programs, list of activity occupational safety and health instructions, number of committee meetings, training activities, inspections, abatement of hazards, awards program, hazard awareness campaigns, unique safety initiatives, etc. All programs applicable to the activity shall be addressed. The nomination package shall be limited in size to one 3-inch binder (11" X 11 1/2" maximum size).

e. A preliminary evaluation will be conducted by COMNAVSAFECEN. The programs determined to be best qualified will be evaluated by the selection committee that will consist of one representative from each of the following:

(1) Office of the Assistant Secretary of the Navy
(Installations & Environment) (Chairperson)

Enclosure (1)

22 FEB 1995

- (2) Chief of Naval Operations (N45)
- (3) Commandant of the Marine Corps (Code SD)
- (4) Commander, Naval Safety Center (Code 40)

f. Announcement of the winner, and runners-up as appropriate, will be made by the SECNAV not later than 1 April.

5. Award Ceremony. The SECNAV or designated representative will present the award to the head of the winning activity at an appropriate ceremony.

6. Possession of the Awards

a. The inscribed Secretary of the Navy Activity Award for Achievement in Safety Ashore and letter of commendation signed by SECNAV will be permanently retained by each recipient activity.

R) b. COMNAVSAFECEN will maintain awards records.

7. Recognition of Nominees. Major claimants are encouraged to establish "inhouse" safety awards of their own in consonance with the SECNAV Award criteria to recognize their respective nominees with a suitable citation or other award as the winner within each major claimancy.

Enclosure (1)

Activity Safety Award Guidelines

(A

1. One 3-inch binder (11" x 11 1/2")
2. Include one sample per program
3. Do NOT include copies of instructions
4. Type or neatly print information
5. Label pictures and samples
6. Organize the material
7. Neat package

Include in Package

(A

1. Copy of higher command or Navy or Marine Corps IG inspection letter to verify eligibility requirement.
2. Copy of higher command or Navy or Marine Corps IG inspection results.
3. Documentation of workplace population to support the award category for consideration.
4. List of activity OSH instructions or table of contents.
5. Brief synopsis of each program applicable to the activity:
 - a. Organization, Staffing and Management Support (include host-tenant support and number of people supported).
 - b. Inspection and Abatement Program
 - c. Mishap Reporting and Recordkeeping
 - d. Mishap Reduction
 - e. Industrial Hygiene - workplace monitoring
annual evaluations
medical surveillance
 - f. Safety Councils and Committees

22 FEB 1995

- g. Safety Training
- h. PPE
- i. Hazardous Materials
- j. Cost Data
- k. Ergonomics
- l. Safety Promotion/Awards
- m. Motor Vehicle Safety
- n. Confined Space Entry
- o. Hearing Conservation
- p. Sight Conservation
- q. Respiratory Protection Program
- r. Electrical (Lockout-Tagout)
- s. Asbestos
- t. Lead
- u. Laser
- v. Radio Frequency Radiation
- w. Employee Reports of Unsafe/Unhealthful
- x. Ionizing radiation
- y. Fire Prevention
- z. Recreation, Athletic, Home
- aa. Review of project plans, specifications
- bb. Other programs applicable to the individual activity
- cc. Fiscal year 3-year On-duty Mishap Trends - Civilians
- dd. Fiscal year 3-year On-duty Mishap Trends - Military
- ee. Fiscal year 3-year GMV Mishap Trends - number and cost

Enclosure (2)

22 FEB 1995

ff. Fiscal year 3-year Fire Trends - number and cost

gg. Fiscal year 3-year Compensation Costs Trends - Civilian

hh. Unique/special initiatives

Explain each program sufficiently to address key elements of each program and to support implementation of the total program. Statements that the program is established in accordance with required instructions is not sufficient.

Enclosure (2)